

Setting Default Location Layout Setup and Takedown Times

In the [Location Details](#) view's Layouts section, 25Live allows you to add and manage how much additional time will be added to an event using those layouts. These times are applied in the Event Form when a user chooses a specific location and layout.

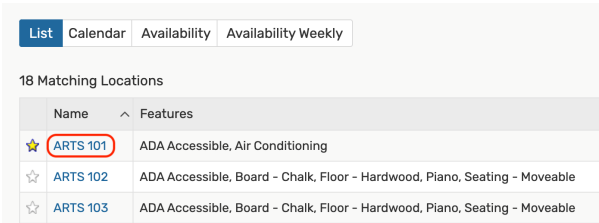
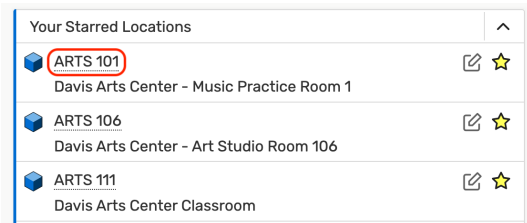


Security Note

To access this feature, your 25Live user must have "Full Control" for locations for Functional Level Security and Object Level Security. Administrators using the [Series25 Group Administration](#) tool should set Administrative: 10.0 *Edit Locations* in the Administrative Options area to Yes. If you would like your permissions changed, contact your 25Live administrator.

How to Add Default Setup and Takedown Times

1. Go to the Location Details View



The name of any location across different views in 25Live is a link you can use to view its details. After clicking or tapping on a location's name from any screen, the **Details** view shows by default.

2. Look at the Layouts Section and Choose a Layout

Layouts

Default Layout

As Is

Click on a layout name to view its details in the Layout Details panel.

Name	Cap	Setup	Takedown	Remove
Max Capacity	25			
As Is	25			
Circle	20	10 Mins	10 Mins	
Classrooms Rows	25			
Seminar / Conference	15	30 Mins	30 Mins	


Add Layout

Select an item

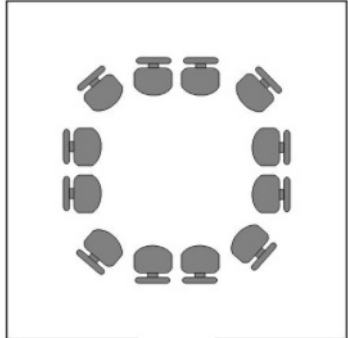
Layout Details

Viewing Layout: Circle

Layout Image [Remove](#) [Edit](#)



Layout Diagram [Remove](#) [Edit](#)



Default Instructions

Image: In this example, we will add default times to the Circle layout.

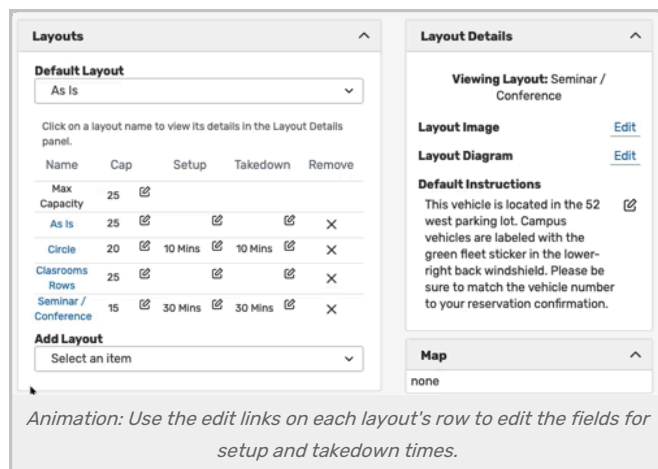
Each layout configured for this location can have additional default setup and takedown times added.




Tip

[Master Definitions for all layouts](#) can be managed in **System Settings** within 25Live.

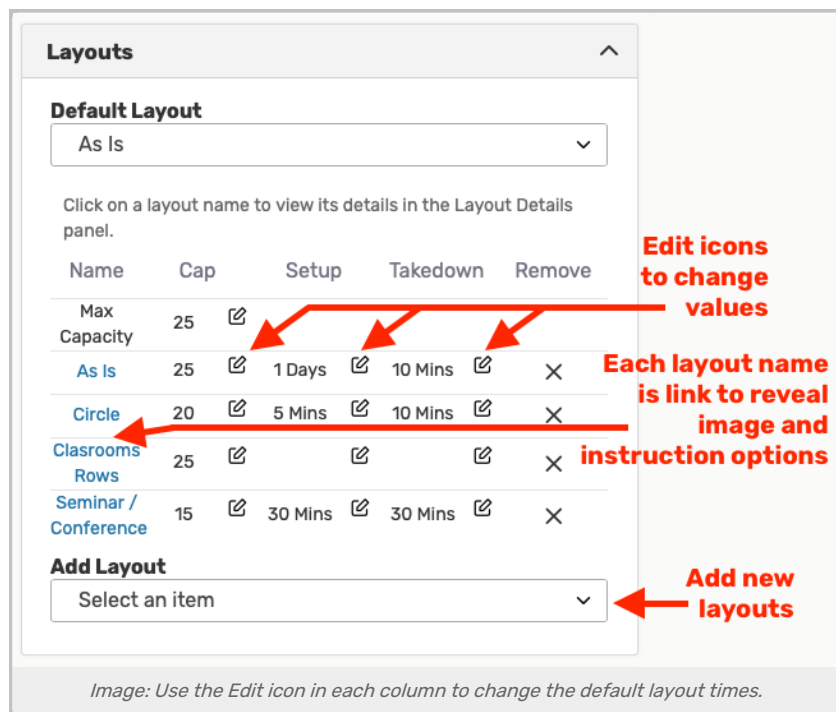
3. Edit Each Additional Time Type and Save




In each column, for **Setup** time and **Takedown** time, use the **Edit** icon () to reveal a form in which you can add time. Add time in **Days**, **Hours**, or **Minutes** by typing in the fields or using the up and down arrow controls.

Of course, you don't always need to add both setup and takedown times.

How to Edit Default Setup and Takedown Times



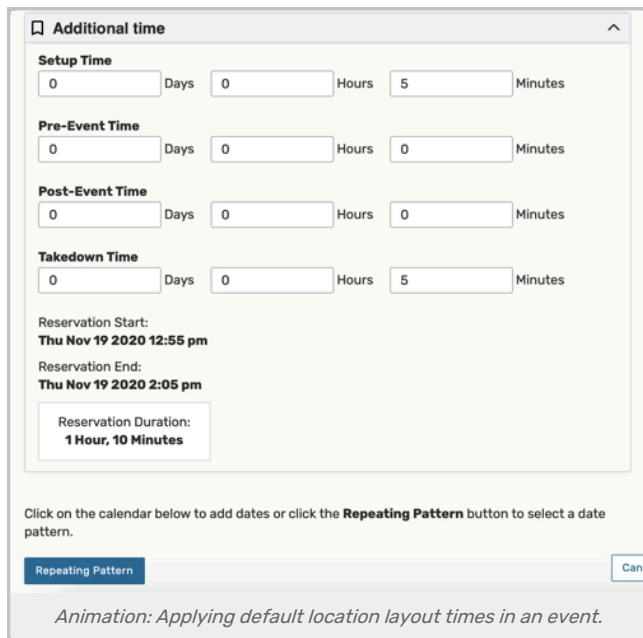
Go to the Summary screen of any [Location details](#) view by using the link on any location name. In the Layout section, use the **Edit** () icon to reveal the additional time fields. Change the **Days**, **Hours**, or **Minutes** fields by typing or using the up and down arrow controls.

Using Default Setup and Takedown Times in the Event Form



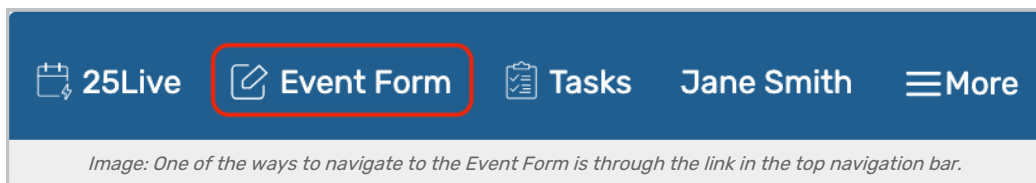
Note: This Feature is Not Yet Available for Express Scheduling

Default location layout setup and takedown times currently will not be added to reservation duration times for events created using [Express Scheduling](#). If your institution needs this feature, you can add and vote for feature requests using the [Series25 Customer Feedback Boards](#).



When creating an event using the [Event Form](#), any default setup and takedown times set for a chosen location and layout will apply automatically upon changing the layout.

1. Begin Creating With the Event Form



Follow the steps outlined in [Creating Events With the Event Form](#) to begin creating your event.

2. Choose a Location and Layout

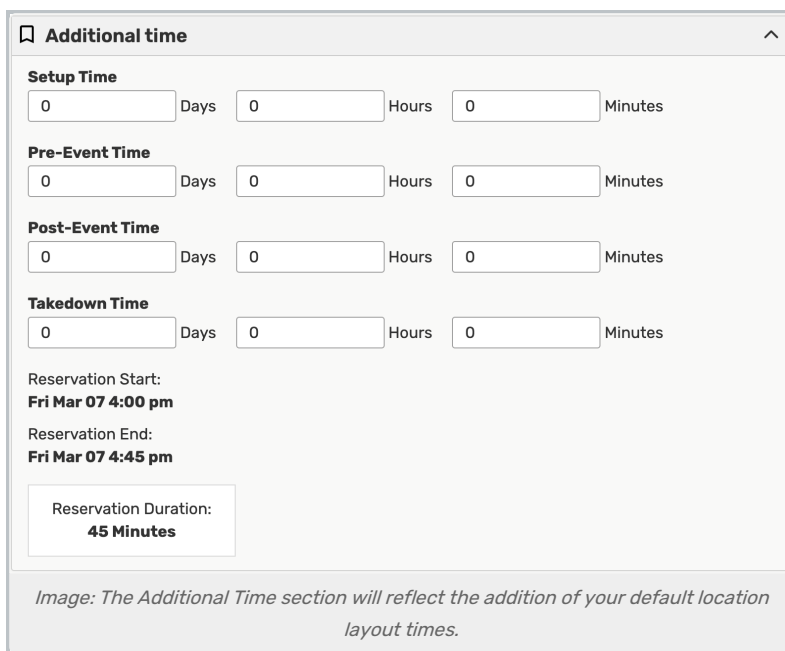
In the **Locations > Locations Search** section of the Event Form, find the location you want to reserve, and choose a layout. If the layout you need is selected by default, choose a different layout, then re-select the desired layout to apply its times.



Note: Availability Checking Does Not Include Default Setup and Takedown Times

When searching for available locations, the search will not currently factor in any [additional time](#) set for layouts for the locations, partially due to a layout not having yet been chosen. If the additional time exceeds the availability window for that location, you may see a conflict and need to choose a different location.

3. View the Added Time in the Additional Time Section (if available)



Additional time

Setup Time
0 Days 0 Hours 0 Minutes

Pre-Event Time
0 Days 0 Hours 0 Minutes

Post-Event Time
0 Days 0 Hours 0 Minutes

Takedown Time
0 Days 0 Hours 0 Minutes

Reservation Start:
Fri Mar 07 4:00 pm

Reservation End:
Fri Mar 07 4:45 pm

Reservation Duration:
45 Minutes

Image: The Additional Time section will reflect the addition of your default location layout times.

Scroll up to the [Additional Time](#) section of the Event Form to view the amount of time added to the Reservation Duration based on choosing your location and layout.

If your user's security group's event form configuration does not have the Additional Time section visible, the added setup and takedown times will still apply.

Feature Notes

If Adding More Than One Layout With Default Additional Times to an Event

Additional time

Setup Time

0

Days

0

Hours

15

Minutes

Pre-Event Time

0

Days

0

Hours

0

Minutes

Post-Event Time

0

Days

0

Hours

0

Minutes

Takedown Time

0

Days

0

Hours

15

Minutes

Reservation Start:

Thu Nov 19 2020 6:45 pm

Reservation End:

Thu Nov 19 2020 8:15 pm

Reservation Duration:

1 Hour, 30 Minutes

One location/layout added with 15 minutes of default time.

LONG - 106 Long Hall Capacity: 12

Date

Time

Conflicts

Shared

Layout

Instructions

Attendance

Thu Nov 19 2020

3:00 pm - 4:00 pm

☐

Horseshoe

Image: Before – with a first location added that has a default of 15 minutes of setup and takedown time.

If you add more than one location/layout to an occurrence, 25Live will apply the greatest default times.

Additional time

Setup Time

0

Days

0

Hours

45

Minutes

Pre-Event Time

0

Days

0

Hours

0

Minutes

Post-Event Time

0

Days

0

Hours

0

Minutes

Takedown Time

0

Days

0

Hours

30

Minutes

Reservation Start:

Thu Nov 19 2020 2:15 pm

Reservation End:

Thu Nov 19 2020 4:30 pm

Reservation Duration:

2 Hours, 15 Minutes

A second location/layout added that had greater default times.

ARTS 107 Davis Arts Center - Art Studio Room 107 Capacity: 4

Date

Time

Conflicts

Shared

Layout

Instructions

Attendance

Thu Nov 19 2020

7:00 pm - 8:00 pm

As Is (5)

Remove

View Occurrences

LONG - 106 Long Hall Capacity: 12

Date

Time

Conflicts

Shared

Layout

Instructions

Attendance

Thu Nov 19 2020

7:00 pm - 8:00 pm

Horseshoe

Remove

View Occurrences

Image: After – when the second location was added, the Additional Time increased to meet the minimum of all additional default times.

However, if you remove the layout and/or location/layout with the longest default time(s), the longest time(s) will be retained in the Additional Time section. You can manually change the times after removing a layout if needed.

If Using Layouts in Events with Segments

If you are using default location layout times in an [event with segments](#), the times are stored differently. While additional event times are usually stored at the segment level (see [Learning About 25Live Event Structure](#)), these default location layout additional times will be stored at the occurrence level. This change allows you more flexibility in setting these times for different layouts in [complex events](#).

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